



## **Job Opportunity Notice**

**Position:** Storekeeper II

**Salary:** Range 15, currently \$1,019-\$1,387 semi-monthly, salary commensurate with qualifications

**Benefits:** Position receives State benefits including health care, retirement, and vacation

**Location:** Jefferson City, MO

**Application Deadline:** July 6, 2007

### **Job Description**

The Office of Administration, Division of Facilities Management, Design & Construction (FMDC) is accepting applications to fill the position of Storekeeper II. The primary function of this position involves purchasing and supply management duties for newly acquired institutions, due to recent consolidation. This position will participate in the supply procurement process.

### **Desired Knowledge, Skills and Abilities**

Considerable knowledge of purchase and requisition procedures  
Working knowledge of inventory methods and procedures  
Ability to communicate effectively

### **Qualifications**

Three or more years of experience in the keeping of stores and stores records; and possession of a high school diploma or a GED certificate. (College education which included coursework in accounting, or business or public administration may be substituted on a year-for-year basis for the required experience. One year of work experience will substitute for the first two years of high school; and one year of work experience involving general clerical, record keeping, or keeping of stores will substitute for the last two years of high school.)

### **To Apply**

Successful applicants must be eligible for the Storekeeper II classification and appointable through the Missouri Merit System. To be considered, an interested applicant should complete an online application for the class of Storekeeper II at <https://www.ease.mo.gov> if they are not already on the register.

In addition to the above official application, please submit an introductory cover letter, resume, and college transcript (if applicable) to:

Cindy Buddette, Employee Relations Manager  
Division of Facilities Management, Design & Construction  
P.O. Box 809  
Room 730, Harry S. Truman Building  
Jefferson City, MO 65102

If desirable, applicants may email the requested information to [Cindy.Buddette@oa.mo.gov](mailto:Cindy.Buddette@oa.mo.gov)

**The Office of Administration is an Equal Opportunity Employer**